



MARCORLOGCOM
Marine Corps Logistics Base,
Albany, GA 31704-0320



MARCORSYSCOM
Marine Corps Base,
Quantico, VA 22134-5010

BASELINE

MCSC-MCLC-4000
Revision: Baseline
Date: 29 July 2003

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE

DLA Engineering Support Activity Process (DLA 339)

Process Owner: Assistant Commander for Product Support

SIGNATURE/APPROVAL

The signature and date below indicates approval of this procedure for implementation at the MARCORSYSCOM and MCLC.

Col M. E. Rudolph
Director, Supply Chain Management Center
MARCORLOGCOM

Col W. F. Johnson
Assistant Commander, Product Support
MARCORSYSCOM

DOCUMENT HISTORY LOG

Status (Baseline/Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		29 July 2003	

**CHECK THE MASTER LIST -
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 3 of 14

DLA Form 339 Process

1. SCOPE

1.1 Scope. This Standard Procedure (SP) is applicable to generating responses to Defense Supply Center's Defense Logistics Agency (DLA) Form 339 – Request for Engineering Support. The Assistant Commander, Product (A/C Prod) has been designated as the Marine Corps Engineering Support Activity (ESA) Focal Point.

1.2 Purpose. This SP establishes guidelines for processing DLA Form 339 and defines the interactions between the Marine Corps ESA Focal Point; individual action points (Product Group Directors (PGDs) / Program Managers (PMs)); Assistant Commander, Product (ACPROD); Deputy Commander, Resource Management; Assistant Commander, Engineering (ACENG); Assistant Commander, Acquisition Logistics (ACAL); and DLA. The DLA Form 339 is the vehicle used to provide technical and engineering support necessary for the procurement and manufacture of spare parts required to support Marine Corps equipment, due to diminished manufacturer sources or obsolescence.

1.3 Applicability. This SP is applicable to Marine Corps Systems Command (MCSC) and its organizational elements.

2. APPLICABLE DOCUMENTS

<u>Title</u>	<u>ID Number</u>
a. Engineering Support	MCO 4000.18
b. Instruction for items supplied by Defense Logistics Agency	

3. DEFINITIONS

See Appendix A: Definitions.

4. PROCEDURE

4.1 General. The responsibility for managing the DLA ESA Program belongs to the Defense Logistics Agency.

4.2 Concept. Defense Supply Centers (DSC) will submit requests for engineering support on DLA Form 339 to the Marine Corps Focal Point via the ESA website at <https://esa.daas.dla.mil>. The focal point will ensure coordination with specified PGD / PM designated Action Points. These Action Points (identified personnel in each PG) will be responsible for timely and proper response to the DLA Form 339 case.

4.3 Process. The DLA Form 339 is provided to the Marine Corps Focal Point, who screens and reassigns to an Action Point for the purpose of research, investigation, and disposition.

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 4 of 14

4.4 Management Review. This SP shall be reviewed and if required updated annually.

4.5 Responsibility.

<u>Actionee</u>		<u>Action</u>
Defense Logistics Agency (DLA)	4.5.1	Establish uniform process for the Department of Defense (DoD) for engineering support disposition of reprourement issues.
		Coordinate DoD and DLA engineering support budgetary decisions.
		Provide funding in support of engineering support.
		Establish and maintain ESA internet website for expedited and uniform tasking of Focal Point and receipt of completed responses.
	4.5.1.1	Issue Funding Document.
		Review budget estimates provided by Focal Point.
		Approve budget request.
		Provide Military Interdepartmental Procurement Request (MIPR) to MCSC Deputy Commander, Resource Management
	4.5.1.2	Generate DLA Form 339.
		Issue DLA Form 339 via ESA website request for Engineering Support to Focal Point.
		Resolve budgetary conflicts.
	4.5.1.3	Close DLA Form 339 – N/A to USMC.
	4.5.1.4	Negotiate with Focal Point.
		Negotiate with purpose of obtaining appropriate level of support for requested investigation.
		If negotiation results in additional funding, DLA will close 339, issue a new 339, and restart the process.
		If negotiation results in no additional funding no action is

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 5 of 14

required.

4.5.1.5 Close the 339.

Assistant
Commander,
Product (ACPROD)

4.5.2 Act as single USMC focal point for the administration of the DLA Engineering Support Activity.

Program, budget, manage, and establish policy for the Form 339 Engineering Support.

Review cost estimates and negotiate with DLA as required.

Establish metrics in agreement with Command Balanced Score Card.

4.5.2.1 Identify Funding Requirements.

Provide annual budget request to DLA.

Review, approve, and consolidate inputs from action points.

Provide DFM w/ copy of information submitted to DLA.

4.5.2.2 Manage funding resources.

Oversee and account for resources utilized by task.

Maintain records of resources by Product Group (PG).

4.5.2.3 Obtain & screen incoming DLA Form 339 for applicability to USMC from ESA website.

Screen incoming requests.

Determine USMC application.

If no application, take action to DLA to close the 339.

4.5.2.4 Assign action point in the appropriate PG or establish user account via the ESA website.

4.5.2.5 Review DLA Form 339 cost estimate from the Action Point.

Request increases in funds from DLA if appropriate.

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 6 of 14

- 4.5.2.6 Receive and submit final Engineering Support Report recommendation to DLA.
- Extract funding info to be provided to Resource Management.
- 4.5.2.7 Consolidate and Report Time/Hours.
- Consolidate all hours worked by Gov't employees by task and contracts.
- Provide info to Resource Management by case number.
- 4.5.2.8 Monthly report to DLA: Report to DLA monthly execution by case number.
- Action Point 4.5.3 Provide annual estimate for the research and investigation support of assigned DLA Form 339 requests.
- Provides specific commodity points of contact to the ACPROD.
- Provide input to the Focal Point for the yearly budget requests, the initial estimation of case costs, and the preparation of a final report that includes the final costs to complete case.
- 4.5.3.1 Action points provide annual estimate based on previous year's effort and anticipated workload for coming year.
- Prepare budget submission to Focal Point.
- Provide specific commodity points of contact to ACPROD.
- 4.5.3.2 Estimate Cost and Execute DLA Form 339 (See Appendix B for sample hours/category)
- Receive DLA Form 339.
- Research and investigate request.
- Coordinate with other Services as necessary.
- Provide estimate of resources required to Focal Point (work hours, gov't / contractor personnel).
- Assign internal assets or contract as required.

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 7 of 14

Perform action on DLA Form 339.

4.5.3.3 Report Action.

Provide list of names of government employees and time expended.

Provide evidence of contractor support expended on case.

Provide recommended disposition of case to ACPROD.

Director,
Financial
Management

4.5.4 Receive and accept of all funding in support of the DLA ESA process.

Communicate funding received to ACPROD, who will manage the resources.

Ensure resources used are properly accounted for in the Marine Corps official accounting system.

Cost out the charges of services performed by government employees.

4.5.4.1 Receive / accept Funding Document.

Receive document, accept funding from DLA, and forward acceptance to DLA via MIPR.

Establish a reimbursable order number by Defense Supply Center (DSC) account.

4.5.4.2 Receive input and bill DLA.

Cost out government employee usage.

Notify ACPROD of total cost by case.

Input charges in accounting system via SABRS.

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 8 of 14

Assistant Commanders, Engineering (ACENG) and Acquisition Logistics (ACAL) 4.5.5.1 Provide competency tools, training, and education.
Assess discipline requirements and needs.
Budget for appropriate tools, training, and education.
Provide tools and training to workforce.

5. NOTES

6. DATA, FORMS, AND REPORTS

Appendix B provides samples of reports referenced above.

7. QUALITY RECORDS

8. METRICS

Baseline data will be established by measurement upon approval of process.

Measure	Measure Manager	Collection Frequency	Baseline	Objective
Efficiency Budget vs Actual Magnitude of funding shortfalls	ACPROD	Annual		
Effectiveness Negotiation success Customer satisfaction	Action Point	Quarterly		
Outcomes Defendable funding requests Responsiveness to DLA	ACPROD	Annual		

9. APPENDICES

Appendix A: Definitions

Appendix B: Sample Hours for Categories of Service

Appendix C: DLA Form 339 Flow Diagram

POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 9 of 14

Appendix A: Definitions

Action Point. The appropriate Product Group Director (PGD) or Program Manager (PM) responsible for engineering support of Marine Corps ground equipment.

Case Number. DLA assigned tracking number for each DLA 339.

DLA 339. The DLA Form 339 is the vehicle used to provide technical and engineering support necessary for the procurement and manufacture of spare parts required to support Marine Corps equipment, due to diminished manufacturer sources or obsolescence.

Engineering Support Activity (ESA). The Military Service organization designated as responsible for engineering support and technical decisions for a given part of component. In the case of multiple recorded users, there may be more than one ESA.

Engineering Support. Engineering and technical assistance, including but not limited to: developing, validating, and approving technical data packages (TDPs); developing and reviewing engineering criteria; representing the military service engineering interests; and providing technical guidance and decisions required in the management and procurement of an item (e.g., evaluating sources of supply, waivers, and deviations). Engineering Support does not include the review and coordination of “standardization documents” in accordance with DoD 4120.24-M, Defense Standardization Program (DSP) Policies and Procedures.

Focal Point. The entry and exit point for DLA Form 339. Focal point interfaces directly with DLA and ensures DLA Form 339 requests are forwarded through the correct and proper channels for resolution. The Focal Point also maintains records and tracks funding, associated timelines, and quality metric data.

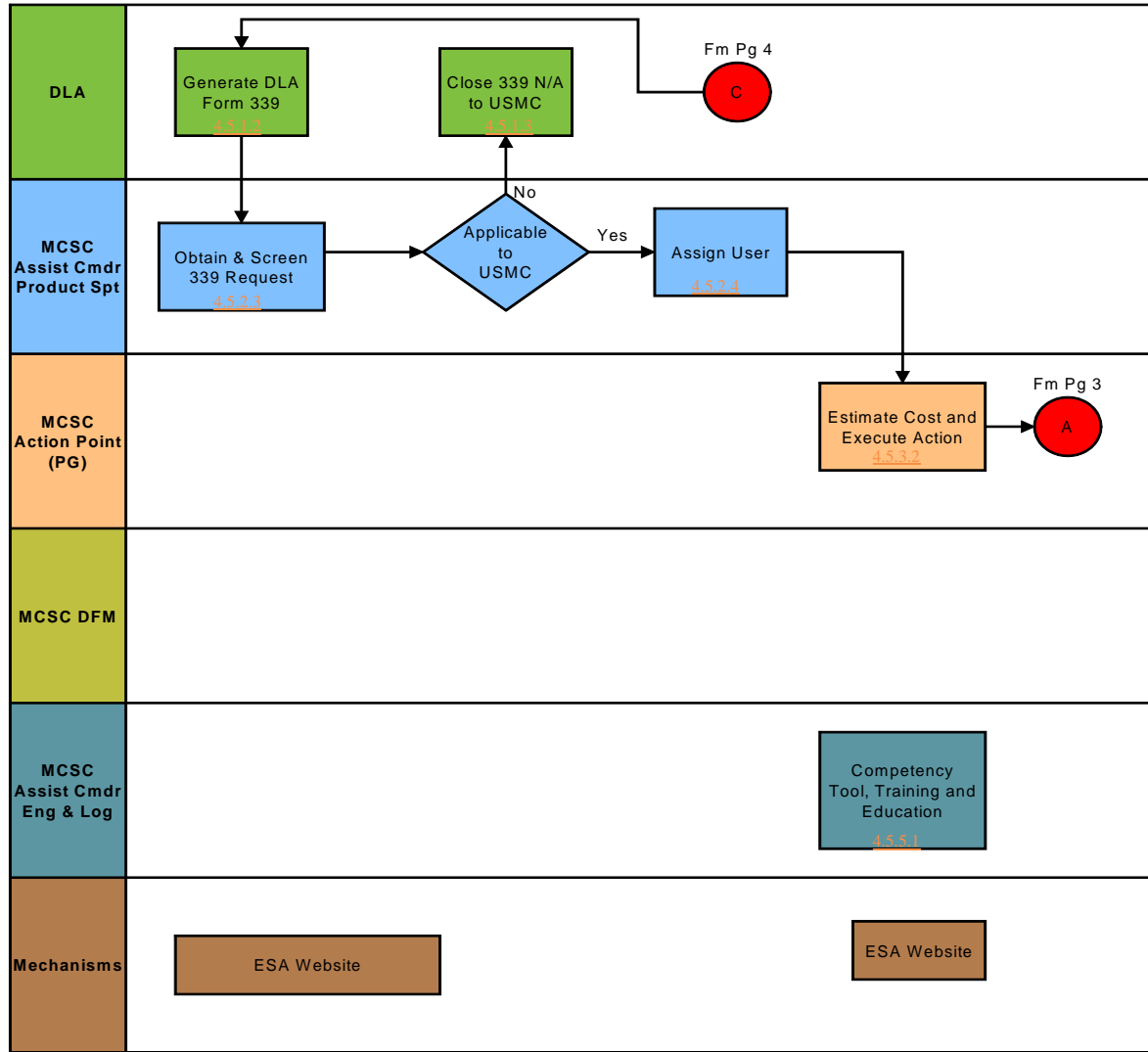
POST-PRODUCTION SYSTEMS MANAGEMENT STANDARD PROCEDURE		
DLA Form 339 Process	MCSC-MCLC-4000	Revision: Baseline
	Date: 29 July 2003	Page 10 of 14

Appendix B: Sample Hours for Categories of Service

ACTIVITY	2001 AVERAGE HOURS
Alternate Method	12.9
Alternate Offers	12.9
ECP/Waivers & Deviations	5.12
TDP Development/Validation	13.5
Reverse Engineering (Initial Phase)	None
Reverse Engineering (Approval)	None
Contract Deliverables	None
Misc Technical Requirements	10.17
Critical Application Decision	None
Surplus Offers	8.16

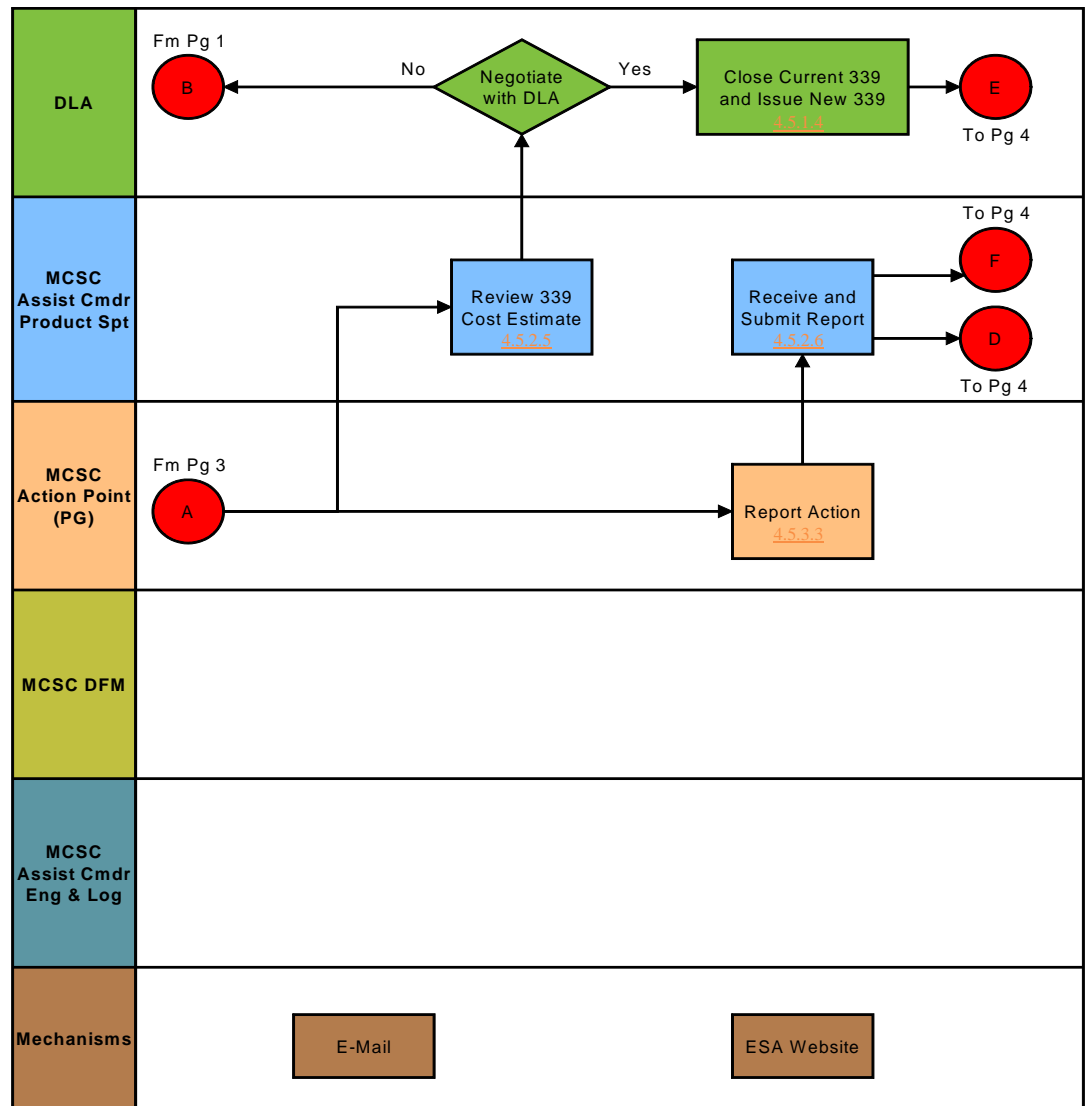
Post Production Systems Management Standard Procedure		
DLA Form 339 Process	MCSC-MCLB-4000	Revision: Baseline
	Date: 28 February 2003	Page 11 of 14

DLA 339 (Pg 2)



Post Production Systems Management Standard Procedure		
DLA Form 339 Process	MCSC-MCLB-4000	Revision: Baseline
	Date: 28 February 2003	Page 12 of 14

DLA 339 (Pg 3)



Post Production Systems Management Standard Procedure		
DLA Form 339 Process	MCSC-MCLB-4000	Revision: Baseline
	Date: 28 February 2003	Page 13 of 14

DLA 339 (Pg 4)

Process Outputs

– Estimated Cost for Support Engineering

– Close Out 339 Form

– Monthly Report to DLA

